

## Bureau of Motor Vehicles

### Dealer and Agent Services

**To:** All Municipalities  
**From:** Garry Hinkley, Director of Vehicle Services  
**Date:** Monday, December 8, 2014  
**Subject:** Municipal Agent Registration Training for the Period of February 2015 to December 2015

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We are pleased to announce our updated training schedules through December 2015. Please review the attached schedule which has been provided to assist your training needs. Please complete the sign-up form below and fax or e-mail to this office prior to the class. All of the class sizes are limited. In consideration of others, please sign up for the class that you are certain you will be able to attend. If circumstances change and you are unable to attend, please notify this office as soon as possible in order that a substitute may attend in your place. You may call this office to verify availability of seats for classes in emergency situations.

The following Motor Vehicle registration training classes will be held on the following dates:

Limited New	February 24, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital Street, Augusta
New	February 25, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital Street, Augusta
Truck	February 26, 2015	9:00AM- <b>1:00PM</b>	BMV Main Office, 101 Hospital Street, Augusta
Limited New	March 18, 2015	9:00AM-4:00PM	Lisbon Town Office, 300 Lisbon St, Lisbon
New	March 19, 2015	9:00AM-4:00PM	Lisbon Town Office, 300 Lisbon St, Lisbon
Truck	March 20, 2015	9:00AM- <b>1:00PM</b>	Lisbon Town Office, 300 Lisbon St, Lisbon
Limited New	April 13, 2015	9:00AM-4:00PM	Gray City Hall, 24 Main St, Gray
New	April 14, 2015	9:00AM-4:00PM	Gray City Hall, 24 Main St, Gray
Truck	April 15, 2015	<b>9:00AM-1:00PM</b>	Gray City Hall, 24 Main St, Gray
Limited New	May 12, 2015	9:00AM-4:00PM	Houlton City Hall, 21 Water St, Houlton
New	May 13, 2015	9:00AM-4:00PM	Houlton City Hall, 21 Water St, Houlton
Truck	May 14, 2015	<b>9:00AM-1:00PM</b>	Houlton City Hall, 21 Water St, Houlton
Limited New	June 16, 2015	9:00AM-4:00PM	Scarborough City Hall, 259 US Rt.1, Scarborough
New	June 17, 2015	9:00AM-4:00PM	Scarborough City Hall, 259 US Rt. 1, Scarborough
Truck	June 18, 2015	<b>9:00AM-1:00PM</b>	Scarborough City Hall, 259 US Rt. 1, Scarborough
Limited New	July 14, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
New	July 15, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
Truck	July 16, 2015	<b>9:00AM-1:00PM</b>	BMV Main Office, 101 Hospital St, Augusta
Limited New	August 18, 2015	9:00AM-4:00PM	Jay Town Office, 340 Main St, Jay
New	August 19, 2015	9:00AM-4:00PM	Jay Town Office, 340 Main St, Jay
Truck	August 20, 2015	<b>9:00AM-1:00PM</b>	Jay Town Office, 340 Main St, Jay
Limited New	September 15, 2015	9:00AM-4:00PM	East Millinocket Town Office, 53 Main St, East Millinocket
New	September 16, 2015	9:00AM-4:00PM	East Millinocket Town Office, 53 Main St, East Millinocket
Truck	September 17, 2015	<b>9:00AM-1:00PM</b>	East Millinocket Town Office, 53 Main St, East Millinocket
Limited New	October 20, 2015	9:00AM-4:00PM	Boothbay Harbor Town Office, 11 Howard St, Boothbay Harbor
New	October 21, 2015	9:00AM-4:00PM	Boothbay Harbor Town Office, 11 Howard St, Boothbay Harbor
Truck	October 22, 2015	<b>9:00AM-1:00PM</b>	Boothbay Harbor Town Office, 11 Howard St, Boothbay Harbor

Limited New	November 17, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
New	November 18, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
Truck	November 19, 2015	<b>9:00AM-1:00PM</b>	BMV Main Office, 101 Hospital St, Augusta
Limited New	December 08, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
New	December 09, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
Truck	December 10, 2015	<b>9:00AM-1:00PM</b>	BMV Main Office, 101 Hospital St, Augusta

**Materials to bring to class:** A workbook is provided for each class.

**The Bureau of Motor Vehicles Procedures Training Manual is available on the M.M.A. (Maine Municipal Association) website to view and print. Please use the link provided below to access the most up-to-date manual.**

<http://www.memun.org/members/clerk/MotorVehicle/index.htm>

To have access to all of our posted training dates and enrollment forms, we have now provided a link directly on the State of Maine website. <http://www.maine.gov/sos/bmv/DealerAgent/>

A one hour lunch break is provided; however, lunch is not provided so please plan accordingly.

## **The BMV Main Office has a full service cafeteria on-site for VISITORS AND STAFF!**

**Notice:** Staff persons who have not attended Motor Vehicle training may not be left alone in the office to process registrations at any level.

**Reminder:** This office must be notified immediately of any changes in Municipal Agent and/or Tax Collector.

**Your Municipality:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Your E-Mail Address:** \_\_\_\_\_

**Training Class (please circle each class you want to attend):**    **Limited New**    **New**    **Truck**

**Date(s) of Class:** \_\_\_\_\_

**Name of person(s) attending:** \_\_\_\_\_

**Telephone number:** 624-9000, ext. 52163

**FAX number:** 624-9037